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7 December 1954

MEMORANDUM FOR: Chief, Services Branch
Employee Services Division, Office of Personnel

SUBJECT : 1955 Community Chest Campaign

REFERENCE : Memorandum from Assistant Director for Personnel
to Deputy Director (Administration), dated 23 November 1954, in re: subject above

1. In compliance with paragraphs 2 and 3 of the referenced memorandum above, I would like to request that "Oscars" be provided for the Office of the Deputy Director (Administration) and, I believe, the Auditor-in-Chief. From the records which we were able to keep here on participation in the past campaign, I believe that Certificates of Merit should also be awarded to the above two units, since it is my recollection that both achieved 100 percent participation.

2. Should your records reveal that any of the other components of the Deputy Director (Administration) organization qualify either for an "Oscar" or a Certificate of Merit, I would appreciate it if you would see that they are prepared and transmitted to Colonel White, who will present them to the senior supervisors concerned.

SIGNED

Special Assistant to the
Deputy Director (Administration)

25X1A

SA-DD/A:JAC:mrp (7 December 1954)

Distribution:

Orig & 1 cc to addressee

1 - DD/A Chrono

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1 - J.A.C.

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